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OFFICE OF MILITARY GOVERNMENT

BERLIN SECTOR

A.P.O. 78-A

Interoffice Memo Slip

NOTE: Use this slip for comment in connection with papers attached. Number notes consecutively. Use entire width of paper for long notes. Draw a line full width of paper below each note. Initial each note. File this slip with returned copy of paper.

SUBJECT: Change of Employment Category

FILE NO: 1686

PAPERS ATTACHED:

Job Description

NO	DATE	FROM	TO	REMARKS
1	26 Oct 1946	ONE 23 Public Safety Attn: Mr. THOMAS	ONE 25 Personnel Section	<p>1. Herr Fritz HILLMANN has been a criminal investigator with this office since 1 April 1947. Up to this point, Herr HILLMANN has been salaried in pay group III.</p> <p>2. Inasmuch as he has amply proved his worth through his application to duty, efficiency, and professional capabilities, it is recommended that he be promoted so as to fall into wage category II at the earliest opportunity.</p> <p>3. Job description is attached.</p> <p>FOR THE BRANCH CHIEF: M. J. [Signature] M. J. [Signature] U.S. Civilian Administrative Officer</p> <p>Tel: 43945 Ext: 51</p>

TURN UP AND USE BOTH SIDES

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DECLASSIFIED AND RELEASED BY
CENTRAL INTELLIGENCE AGENCY
SOURCES METHODS EXEMPTION 3B2B
NAZI WAR CRIMES DISCLOSURE ACT
DATE 2003-2005

FBI COORDINATION WITH U.S. Army

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PROFILE

MILAMANN, Fritz, Criminal Advisor, Berlin Element, HICOG.

Pos. No.: SE 73-27
Publ. Safety, Special Operations Br.
Sr. Investigator (Crim.)
TCA II
19/1.51 *Crim*
Special Operations Branch, Public Safety
Division, Berlin Element, HICOG.

6. ADD OF WORK.

The Criminal Advisor will under the direct supervision of the Chief of Branch participate in the conduct of investigations covering the following types of cases: Political pasts of individuals during the NS regime, present day political adherences, reappearance of National Socialist influence and relationship in the political and public life of West Berlin, Communist and other subversive infiltration in the West Berlin police corps and elsewhere in the US Sector of Berlin, establishment of eligibility factors for licensing of publishers, motion picture producers, printing presses and other cultural activities.

The incumbent for this position further will be responsible for furnishing expert advice in the training of all investigator personnel of this Branch, presently numbering 8 investigators.

In the accomplishment of his duties the Criminal Advisor will be required to perform the below listed functions, with the exception that due to the fact that he possesses professional training as former member of the criminal investigation division of the Berlin police he will be required to participate only in those phases of the general investigation program for which he possesses special professional qualifications.

1. As Criminal Advisor to the Branch is responsible for investigations of a complex nature involving frauds, embezzlements, forgeries, misuse of Army postal services, customs violations, violations of HICOG economic regulations and other regulations considered of particular importance to HICOG.
2. Acts as consultant on criminal law, commercial law and criminology for the Branch Chief.
3. Advises investigators of his group on the interpretation and application of Allied and German laws, directives and regulations.
4. Establishes political past of individuals and assists in the establishment of reliability criteria of persons who are of interest to US agencies.
5. Conducts inquiries with former employers, school principals, clergymen, professional acquaintances, neighbors and other persons having precise and intimate knowledge of the past of individuals under investigation.
6. Conducts documentary searches in libraries, police records, court records and document collections maintained by US, French, British and local authorities.
7. Will establish and evaluate biographical histories of individuals.
8. Will screen court records relative to previous convictions.
9. If requested, the Criminal Advisor will write reports covering other phases of the moral past of previously convicted persons.
10. Criminal Advisor will, when directed, visit public political rallies and cultural events such as theater and movie performances for the

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ILLUSTRATION, Radio Control Section, Special Operations Branch, Public Safety Division, Berlin District, 1938.

3. FUNCTIONS OF THE DIVISION

A. GENERAL:

(1) Selection from people:

Selecting from the total of German (essential persons) and special persons regarding the activities described in item 2.

(2) Other duties:

To perform the functions as described under No. 2 the incumbent is further guided by instructions relative to the coordination of the operations of the division as outlined by the High Commission and the Army. Accordingly, the use of such US publications as may be made available to him to determine spheres of jurisdiction as held by agencies of the US High Commission and Army (essential persons) in investigation activities. For proper guidance he constantly performs functions in literature of German (essential persons), the present procedure of the organization of the service in Germany, the present procedure and of all his directives as well as allied communications and other matters which should be observed in the activities of the Special Operations Branch.

B. PERSON AND INTERNAL RELATIONS:

(1) Relations with the public:

Maintain contact with US officials and German employees of all ranks, US divisions.

Maintain contact with all German information disseminating agencies such as Police Headquarters and all attached Police Units, all Magistrate Offices, Finance Offices, all German Courts in the above mentioned spheres of activity, as well as the US and German personnel of the US District Courts. Deal with members of all nationalities.

(2) Deal with the Administrative Assistant, Documentation Section and other personnel of this Branch when concerned in investigative or official matters.

C. INSTRUCTION AND TRAINING:

Does own initiative and judgment in conducting investigations and in recommending same for presentation.

Develops sources of information independently and prepares all necessary correspondence.

Arrives in judgment and decisions in the above matters would subordinate the agencies regarding investigations and cross public criticism.

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HILLMAN, Fritz, Criminal Advisor, Special Operations Branch, Public Safety Division, Berlin Command, RUDDO.

20. SUPERVISOR'S STATEMENTS:

(1) PURPOSE AND OPERATING TITLE OF THE POSITION:

Serves as Criminal Advisor to the Chief of Branch and is engaged in the direction of investigations relative to the establishment of political, personnel and professional antecedents of individuals of interest to RUDDO, HE and other US agencies.

(2) DUTIES OVER THE POSITION:

A. All investigation requests referred to the Criminal Advisor are under the control of the Chief of Branch who insures continuous flow of work and issues suspense dates if necessary. All conclusions, findings and recommendations arrived at by the Criminal Advisor are subject to review and confirmation by the Chief of Branch.

B. The Criminal Advisor relies on two media in his search for information and substantiation which are: Gathering of information through informal questioning of individuals and when the case requires substantiation and control through the procurement of formal written statements. Both methods include the grading of reliability of sources of information.

(3) KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION:

The functions of the Criminal Advisor may be satisfactorily performed after an initial training period of from five to six months, provided the applicant brings with him thorough knowledge of investigation techniques and procedure based on actual experience in the investigation field for at least five years. This position further requires comprehensive knowledge of criminal law, court procedure, commercial law, Allied and German laws as well as Allied directives, orders and regulations. Personal qualifications such as a mature person of irreproachable character, a strong sense of responsibility are among the essential prerequisites for this position.

(4) I certify that this description is an accurate and complete description of the duties and responsibilities of the position, with exceptions and additions noted on attached sheets.

15 January 1951

AMSTER, F. HILLMAN
Chief
Special Operations Branch

11. purposes of making reports for the Chief of Division on political trends and developments.
12. Establishes reliability of alleged victims of Fascism.
13. Investigates denunciations.
14. The Criminal Affairs Investigative officers and witnesses in connection with cases enumerated above. May prepare cases for legal disposition.
15. Attends hearings at US or German courts when required as a witness.
16. Prepares warrants for searches, confessions and arrests from court authorities when so directed.
17. Supervises the writing of reports on all of the foregoing types of investigations incorporating his findings and recommendations.
18. Supervises the writing of statements by principals and witnesses interviewed.
19. Will ensure that all investigation reports, cover letters and other correspondence to be signed by himself and Chief of Branch are prepared for signature in clear English language. Transcribing of final outgoing reports from edited English translations of original German texts will be done by secretary teamed with Criminal Affairs.

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